



Town of Carlisle

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Office of
PLANNING BOARD

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MINUTES: MEETING OF SEPT. 25, 1995

Vice Chair Hengeveld opened the meeting at 7:40; present were board members LaLiberte, Duscha and Tice.

Ice Pond subdivision approval extension Brian Hebb, Ice Pond developer, discussed his request to extend his subdivision approval. He reported that he had kept ahead of the schedule for completion of the subdivision which he had agreed to in August 1995. The paving of the sidewalk and the loaming and seeding of the shoulder abutting it have been completed. The schedule calls for completion of the tree screen at the entrance to the subdivision by the end of October 1995. (This planting had been the result of negotiation between the board and Hebb after the original subdivision approval. Boiteau, the former owner, had allegedly been told by a former ConsCom administrator that he should cut small diameter trees around the retention pond in order to allow the pond to develop as an effective sunny wetland environment. In the planning board's estimation, however, this stand of young trees would have developed into an effective screen to preserve the off-site perception of rurality, and its removal was against the intent of the subdivision approval.) Hebb reminded the board that this location is part of a parcel X owned by Boiteau, and that Boiteau has told him that if the trees are planted, he will cut them down. He asked the board to relieve him of this agreement. Duscha, noting that there is a \$3000 amount in the town's Ice Pond account as security for this planting, suggested that Hebb might instead donate this amount to the ConsCom for the surveying and development of the trail which runs along and crosses the common drive at Ice Pond. Hebb agreed to do this, but asked that the board ask ConsCom to delay the execution of the work until after he has completed the subdivision, and reminded the board that there is an Easement Agreement regarding the trail which contains conditions for its use and development. The board expressed satisfaction with Hebb's progress. Duscha moved, and Tice seconded, that the board relieve Hebb of the tree screen planting requirement and accept his donation of the amount of \$3000 to be donated from the security account for Ice Pond subdivision to the ConsCom for the survey and marking of this trail, and for otherwise improving the trail in keeping with the requirements of the Easement Agreement. Tice, Duscha, and Hengeveld voted in favor; LaLiberte recused himself. Tice moved, and Duscha seconded, that the subdivision approval be extended to Oct. 1, 1996. Tice, Duscha and Hengeveld voted in favor; LaLiberte recused himself.

Minutes Sept. 11, 1995 and Aug. 14, 1995 The minutes of Sept. 11, 1995 were unanimously approved as amended; the minutes of Aug. 14, 1995 were unanimously approved as re-amended.

Bills were approved for payment as submitted.

Malcolm Meadows The P.A. reported that she had spoken with both Joe March of Stamski and McNary and Ken Harte of the Carlisle Conservation Foundation who have asked to make their preliminary presentation, as described in the SROSC regs, to the board on Oct 16 at 9:30. Board members asked the P. A. to convey to the team that the presentation should present the rationale for the plan as well as the facts so that board members can more fully consider the plan's consistency with the goals of the SROSC bylaw. Duscha asked that the team also send as much information as possible to the P.A. for distribution before the meeting, including specifically the rationale.

Town meeting articles The board discussed the several subjects under consideration by the board for possible warrant articles: the amendment of the purpose section of the zoning bylaw Sections 5.4.4/7.2 (re purposes of the common drive bylaw); conservation cluster amendments to the zoning bylaw; and amendment of the zoning bylaw to authorize the board to appoint associate members for the purpose of hearing special permit applications. Master plan implementation subcommittee chair Duscha reported that the subcommittee will not be ready to submit amendments to the cluster bylaw before spring town meeting. Members discussed the comments of the Bylaw Review Committee on last spring's warrant article regarding the common drive purpose section of the ZBL. LaLiberte felt the issues could be resolved; he hopes to discuss them with Mark Green or George Foote of that committee. The P.A. reported that town meeting date is not yet fixed, but is proposed for Nov. 28. She reminded the board of the Selectmen's usual requirement that warrant articles be submitted for printing at least four weeks before a special town meeting, and that MGL 40-A's public notice requirements necessitate the submission of public notice to the press at least three and 1/2 weeks before a hearing. The hearing can be held just before town meeting, but it is inadvisable to make any substantive changes to a proposed article after its printing in the warrant. The planning board's schedule includes a meeting on Oct 16, already a full agenda, and a meeting on Oct. 30, the agenda for which is filling up rapidly. There would normally be meetings on Nov. 13 and 27 as well. Procedural realities suggest any articles must be ready for a hearing on Oct. 30, public hearing notice for which would need to be at The Mosquito office by Oct. 9, prior to the board's next meeting.

Common drive regs changes The P.A. reported that she has not yet advertised this public hearing, because she still believes there are more changes than just the radius of the cul-de-sac that are needed, and the ad would need to include at least references to those changes. This hearing could be scheduled for the Nov. 13 meeting.

Town offices committee report Ed Sonn and Bill Reeder of the committee showed the board a model of the site, including the exterior of the revised building design. They also showed revised floor plans.

Major changes include the addition of two dormers, one of which, on the side facing town center, now houses the main entrance. Office space has increased from 2100 to 3000 square feet. There will be room for a 50% expansion in the future off the rear of the building. The front entrance includes a portico; basement space has been added for mechanical equipment. The layout of office space locates the accountant, treasurer, town clerk and Council on Aging on the first floor, along with a large meeting room which accommodates +/- 70. There will be 6 conference rooms in a range of sizes. The second floor houses the executive secretary and all land use functions. More privacy has been provided by the use of prefab cubicles. The plan as presented will need two variances, one for front set back for the portico and one for a driveway which runs in part over the NYNEX property.

Hengeveld asked if the stranger who enters the building will be able to understand it as there is no staff person stationed directly inside the entry. Tice was unhappy with the proposed station for the planner assistant, as it places her at the top of the stairs, first in view to the person turning right. He felt she would be fielding and sorting all inquiries. Sonn replied that the stations were not fixed. Duscha asked if Yanofsky's concern regarding the need to slow traffic on Westford Rd. had been addressed. Sonn replied that it had not. In reply to Tice's question about sight distance, Reeder responded that it is excellent in both directions. Tice asked whether provision has been made for computer networking; Sonn replied that it had. All board members agreed that they liked the reorientation of the entrance, and thanked Sonn and Reeder for their work. Sonn added that the cost is at this time too high, and they are attempting to decrease it.

Interview with John Judd Judd, former LandTech senior engineer, has established his own engineering service business, and has asked for the planning board's business. He explained that he had been a practicing civil engineer for twelve years, and had worked for firms both large and small, both residential and commercial. He felt he had reached a plateau at LandTech. His new firm consists of himself, a civil technician who does autocad drafting, surveying, and perk tests, and an office manager. They will provide general review; his specialty is in septic design. He will not do structural design or analysis or hazardous material analysis. He stated that his goals for dealing with Carlisle will be to provide the quick turn around report he knows towns need, and to provide that report in terms which can be clearly understood by all.

He explained that his office is in North Andover, which is only a short distance beyond No. Chelmsford where he had been working. He plans to do inspections during the day and design at night. In response to Tice's question as to which jobs he will take, he replied that he will not take private work in Carlisle, even for presentation to other boards, such as BOH. Carlisle would be his first municipal account. In response to Hengeveld's question as to how he anticipates communicating with a non-technical board, his reply was two-fold: first, he will try to be very accessible (and he now has a beeper so he can be reached anytime for a last minute question); second, his goal is to be concise and clear. LaLiberte commented that it would be helpful if he could offer alternative solutions in the form of a separate report to the board if it appears a plan can't comply with board regs, rather than just reference the non-compliance in the letter of review.

Tice asked how he would differentiate the service he will offer. Judd replied that he intends to be very service oriented; the service is an expensive one for which he feels the obligation to give full quality. Too, he intends to stay small and provide a consistent liaison for the board. LaLiberte asked if there is any change in access to information now compared to when he worked at LandTech. He replied that the work is all his now; he is in contact with the project from beginning to end. Duscha asked if he would always do a site visit. He said he would do site visits where the board requests it or where his analysis of the project's impact indicates a site visit is needed. He explained that he notes in his reports where, although he has not done a site visit, he feels there is additional useful information which could be ascertained by a site visit. His fee will be \$65 per hour. Duscha asked if he expects to offer bylaw and regs analysis; he replied that he would be comfortable doing that because he knows workable design criteria from practical experience. The P.A. asked whether he will have access to plans which have been previously submitted to LandTech. He responded that those plans are the property of the board and therefore the board needs only ask for their return, but that if that does not produce the plans, he will reproduce any plans from the board's files at his expense. Finally, he emphasized the need for a consultant to hit all the issues in the first analysis of a project. This lets the board operate within its deadlines and is fair to the applicant. The P.A. will reschedule appointments with Lorrain of LandTech and with Judd when the whole board can be present.

Overlook common drive for Bishop The board reviewed the decision as drafted by the P.A., and reviewed the change made to the mylar which stipulates, in the form of a note, that the island in the cul-de-sac will be paved over. The board approved the decision with amendments; three members (Tice was not present for the hearings, so he could not sign) signed the mylar. The P.A. will obtain Colman's and Yanofsky's signatures and submit the decision to the town clerk.

Bishop asked if the board would consider a waiver of its review fee requirement of \$1000; he has submitted an application to amend the special permit he just received. The amendment, he felt, will be minor; of the \$1000 review fee submitted for that original permit, \$250 is left after two reviews from LandTech. The board told him he could submit a letter of request for a waiver.

Tall Pines inspection The board asked the P.A. to call LandTech and make sure Lorrain knows of the agreement worked out among all parties involved in Tall Pines regarding extraordinary review. The agreement was that March will report to LandTech if, in his weekly inspection for the developer and the contractor, he finds anything which appears to deviate from the approved plan. The board will be contacted immediately if the two engineers cannot agree the problem is either insignificant or immediately correctable. These would be inspections and reviews above those called for in the regs, and the purpose is to prevent any surprises at "as built" time. Because Judd has left LandTech, the board is concerned that this agreement will be forgotten. In addition, contractor Melone is to call LandTech for inspections directly.

The meeting was adjourned at 10:20.

Laney Bayne, P. A.